

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY**

Equal Employment Opportunity Specialist 1

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on examination list
Location: Office of Contract Compliance, Newington, CT
Job Posting No: 83673
Hours: 8:00 am to 4:30 pm
Salary: MP- 57: \$61,039.00 to 83,233.00 annual
Closing Date: May 5, 2015

Eligibility Requirement: Candidates must have applied for and passed the Equal Employment Opportunity Specialist 1 examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Knowledge of relevant state and federal laws, statutes and regulations; knowledge of affirmative action programs; knowledge of interviewing and counseling techniques; knowledge of merit system selection process including recruitment, examination and classification; knowledge of needs and issues of patients, inmates, students and/or clients; considerable interpersonal skills; considerable oral and written communication skills; ability to develop and implement affirmative action plans; ability to compile, analyze and evaluate human resource records and statistical information; investigatory ability; ability to assess and define training requirements; ability to utilize human resources information systems.

Preferred Skills and Ability: Working knowledge of Microsoft Word, Microsoft Excel, and Microsoft Access; ability to manage highly complex assignments and meet stringent timelines; ability to prepare training modules and conduct workshops; ability to communicate clearly and concisely, both orally and in writing; ability to understand Federal Civil Rights laws and regulations.

EXPERIENCE AND TRAINING: General Experience: Six (6) years of professional experience in affirmative action, equal opportunity assurance or human resources management.

Special Experience: Two (2) years of the General Experience must have involved primary responsibility for affirmative action or equal opportunity assurance in an employment setting.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class must complete ten (10) hours of training during the first year of service or designation and a minimum of five (5) hours per year thereafter. This training shall include (1) state and federal discrimination laws and (2) internal discrimination investigation techniques which will be provided by the Commission on Human Rights and Opportunities and the Permanent Commission on the Status of Women.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. In addition, the candidate pool resulting from these interviews may be used to fill future Equal Employment Opportunity Specialist 1 positions in the Bureau of Finance & Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and an Application for Employment (CT-HR-12). State employees must also include their last two service ratings by May 5, 2015 to:

**Connie Miano
Office of Contract Compliance
Department of Transportation
Bureau of Finance and Administration
P.O. Box 317546
2800 Berlin Turnpike
Newington, CT 06131-7546
Fax: 860- 594-3016
Email: Constance.Miano@ct.gov**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.